



DEPARTMENT OF ADMINISTRATION  
HUMAN RESOURCES DIVISION  
GOVERNMENT OF GUAM

JOB ANNOUNCEMENT  
OPEN COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION OF

**RECREATIONAL THERAPY TECHNICIAN II**

(Position Code No. 8.319)

ANNOUNCEMENT NO:

DOA137-08

APPLICATIONS WILL BE ACCEPTED  
FOR THE PERIOD

OCTOBER 3, 2008 - CONTINUOUS

PAY GRADE:

OPEN: G-1; \$18,723 P/A - G-10; \$28,085 P/A  
PROM: G-1; \$18,723 P/A - G-20; \$39,617 P/A

FELIX P. CAMACHO  
Governor of Guam

MICHAEL W. CRUZ,  
M.D.  
Lieutenant Governor

LOURDES M. PEREZ  
Director

JOSEPH C. MANIBUSAN  
Deputy Director

**WHO CAN APPLY**

Open to all government of Guam employees and the public.

**QUALIFICATION  
REQUIREMENTS**

Two years of experience as a Recreational Therapy Technician I or equivalent work; or

Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**MINIMUM  
EDUCATIONAL  
REQUIREMENTS**

"Pursuant to Public Law 27-61, all employment in the service of the government of Guam shall have, as a reasonable measure of job performance, the minimum requirement of a high school diploma or a successful completion of a General Educational Development ("GED") Test, or any equivalent of a general education high school program, or a successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field required for the job. This shall apply to individuals hired after May 17, 2002. This requirement does not apply to incumbent employees hired prior to May 17, 2002 if applying for positions in the same class series."

**SUITABILITY  
DETERMINATION  
FORM**

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

**POLICE & COURT  
CLEARANCE  
REQUIREMENTS**

If you are selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

**NATURE OF WORK**

This is complex sub-professional work in providing approved recreational therapy to patients.

**ILLUSTRATIVE  
EXAMPLES OF  
WORK**

Works with therapist in planning individual and group activity programs for patients. Carries out approved therapy program for patients; maintains patients' charts, keeping daily records of activities. Transfer patients to activity room and outdoor recreations. Assists in training patients for social skills; assists patients whose conditions are blind and withdrawn. Inspects, cleans, and disinfects equipment and tools. Maintains sufficient supplies and materials for the activity room. Maintains orderly appearance of activity room. Maintains records and prepares reports. Performs related duties as required.

# RECREATIONAL THERAPY TECHNICIAN II

## ***KNOWLEDGE, ABILITIES & SKILLS***

Knowledge of the basic principles, techniques and procedures of recreational therapy. Knowledge of precautions and techniques for assisting patients in emergencies. Ability to maintain an understanding attitude toward patients' health conditions. Ability to learn and teach recreational therapeutic activities. Ability to work effectively with the public and employees. Ability to maintain records and prepare reports. Ability to communicate effectively, orally and in writing. Skill in operating in operating tools and equipment in the activity room.

## ***EXAMINATION REQUIREMENTS***

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

## ***DOCUMENTATION REQUIREMENTS***

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

## ***INTERVIEWING PROCEDURES***

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

## ***DRUG SCREENING***

This is a Testing Designated Position (TDP), as identified in the Drug Free Workplace Program. An applicant tentatively selected for this position will be required to submit to urinalysis for illegal use of drugs prior to final selection. {Exception: If the position change is for thirty (30) days or less, or the applicant is classified employee not moving to a TDP or currently occupies a government of Guam Testing Designated Position (TDP), no applicant test is required.} The selection is contingent upon a negative drug test result and, thereafter, the selectee will be subject to drug testing on a random basis as the incumbent of a TDP. Further, all government employees may be subject to drug testing under certain circumstances such as reasonable suspicion and after an accident or an unsafe practice. All individuals will have an opportunity to submit medical documentation that may support the legitimate use of a specific drug to a Medical Review Officer. An applicant's test results will be provided to the selecting official and the Department of Administration, Human Resources Division, before a final selection is made. A verified positive drug test result of a current employee occupying a TDP will also be provided to the employing appointing authority. Situations in which applicant refused or ignored the requirement to take a pre-employment drug test without just cause are to be handled as disqualified.

## ***WHERE TO APPLY***

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building, Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

## ***FOR MORE INFORMATION***

Call or visit us at the Department of Administration, Human Resource Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400.

  
For: **CECILIA G. MARTINEZ**, Manager  
Human Resources Division

***WE ARE AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.***



DEPARTMENT OF ADMINISTRATION  
HUMAN RESOURCES DIVISION  
GOVERNMENT OF GUAM

JOB ANNOUNCEMENT  
OPEN COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION OF  
**REGULATORY EXAMINER I**

(Position Code No. 2.230)

FELIX P. CAMACHO  
Governor of Guam

MICHAEL W. CRUZ,  
M.D.  
Lieutenant Governor

LOURDES M. PEREZ  
Director

JOSEPH C. MANIBUSAN  
Deputy Director

**ANNOUNCEMENT NO:**

**DOA31-10**

**APPLICATIONS WILL BE ACCEPTED  
FOR THE PERIOD**

**MARCH 29, 2010 - CONTINUOUS**

**PAY GRADE: OPEN: K-1 (10%); \$27,121.60 P/A - K-10(10%); \$40,682.40 P/A  
PROM: K-1(10%); \$27,121.60 P/A - K-20(10%); \$57,387.00 P/A**

**WHO CAN APPLY**

Open to all government of Guam employees and the public.

**QUALIFICATION  
REQUIREMENTS**

Graduation from a recognized college or university with a Bachelor's degree in accounting, finance, economics or banking.

**MINIMUM  
EDUCATIONAL  
QUALIFICATIONS**

All new employees (meaning not a current government of Guam employee to include re-employment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the circular/list approved by the DOA Human Resources Manager (e.g. Solid Waste Technician). All government of Guam employees (classified and unclassified) who were employed prior to October 1, 2008, will not be required to possess or show proof of a high school diploma or equivalent as allowed by law in their current position and for other positions they are considered for within their class series (if any) that clearly do not require a high school diploma. However, once an employee who was exempted under this law ends their employment (e.g. by way of resignation or adverse action termination) and the former employee attempts to return to active service, the law will apply accordingly to those former employees and such applicants must now possess and show proof of a high school diploma or equivalent as required for most if not all government positions.

**SUITABILITY  
DETERMINATION  
FORM**

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

**POLICE & COURT  
CLEARANCE  
REQUIREMENTS**

If you are selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

**NATURE OF WORK**

This is routine professional auditing work involved in the examination of records and transactions of banks, savings and loan associations, security and real estate brokers, investment insurance, and real estate companies to assure compliance with governing laws and regulations. Employees in this class perform routine professional examination duties independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

**ILLUSTRATIVE  
EXAMPLES OF WORK**

Conducts routine examinations and analysis of records of financial institutions such as banks, trust and mutual savings companies, finance companies, or other financial institutions that are under the jurisdiction of the Government of Guam Banking Laws and Regulations; checks and verifies documents and records of cash, loans, investments with other institutions, or records of resources, loan collateral documents, deposits records, abandoned property (escheat) documentations and

# REGULATORY EXAMINER I

other sensitive records. Prepares reports of audit findings stipulating the conditions of resources and liabilities, management practices, policy or standard procedures of transacting business; identifies and provides the specifics of the law when violated. Examines and analyzes applications, including reports and documents for the registration of securities; informs applicants of registration standard and laws; reviews corporation exhibits and inspects records of security dealers and insurers. Conducts routine examinations of insurance companies, fraternal organizations, mutual benefit hospital and medical associations; and domestic insurance rating organizations to determine soundness of management and policies in compliance with the law; examines and audits insurance agencies to verify compliance with insurance laws; assists in the annual audit of all insurance organization's premium tax, financial and operating statements, collection of all premium taxes, and the preparation of annual reports. Inspects brokerage offices to determine compliance with real estate laws; evaluates real estates closing for correctness; interviews subdivides; audits trust accounts for proper accounting of monies held. Performs related duties as required.

## **KNOWLEDGE, ABILITIES & SKILLS**

Knowledge of principles and practices of accounting and auditing, particularly those applicable to banks and other financial institutions, insurance companies or security dealers. Ability to learn, interpret and apply pertinent laws, rules and related guidelines governing the operation of banks and other financial institutions; insurance companies or security dealers, and real estate brokers and companies. Ability to analyze financial statements and reports of business concerns for compliance with requirements. Ability to prepare audit reports and to develop sound criticisms and recommendations. Ability to work effectively with the public and employees. Ability to handle confidential information. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

## **EXAMINATION REQUIREMENTS**

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

## **DOCUMENTATION REQUIREMENTS**

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

## **INTERVIEWING PROCEDURES**

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

## **DRUG SCREENING**

Applicants selected for and offered employment with the government of Guam shall undergo and pass a mandatory drug test before being employed.

## **WHERE TO APPLY**

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building, Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

## **FOR MORE INFORMATION**

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400. In addition job announcements and job applications forms are accessible at Department of Administration's website at [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov). Also job applications can be download from [http://www.govquamdocus.com/doa/index\\_doa.htm](http://www.govquamdocus.com/doa/index_doa.htm).

  
For: **CECILIA S. MARTINEZ**, Manager  
Human Resources Division

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DEPARTMENT OF ADMINISTRATION  
HUMAN RESOURCES DIVISION  
GOVERNMENT OF GUAM

JOB ANNOUNCEMENT  
OPEN COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION OF  
**RESEARCH AND STATISTICS ANALYST II**

(Position Code No. 2.721)

FELIX P. CAMACHO  
Governor of Guam

KALEO S. MOYLAN  
Lieutenant Governor

LOURDES M. PEREZ  
Director

JOSEPH C. MANIBUSAN  
Deputy Director

ANNOUNCEMENT NO:

DOA265-06

APPLICATIONS WILL BE ACCEPTED  
FOR THE PERIOD

AUGUST 07, 2006 - CONTINUOUS

PAY GRADE:

OPEN: M -1; \$28,678 P/A - M -10; \$43,018 P/A  
PROM: M -1; \$28,678 P/A - M -20; \$60,681 P/A

*WHO CAN APPLY*

Open to all government of Guam employees and the public.

*QUALIFICATION  
REQUIREMENTS*

Two years of experience in statistical research, and graduation from a recognized college or university with a Bachelor's degree in statistics, mathematics, economics, or closely related field; or

Any equivalent combination of experience and training beyond a Bachelor's degree which provides the minimum knowledge, abilities and skills.

*MINIMUM  
EDUCATIONAL  
QUALIFICATIONS*

"Pursuant to Public Law 27-61, all employment in the service of the government of Guam shall have, as a reasonable measure of job performance, the minimum requirement of a high school diploma or a successful completion of a General Educational Development ("GED") Test, or any equivalent of a general education high school program, or a successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field required for the job. This shall apply to individuals hired after May 17, 2002. This requirement does not apply to incumbent employees hired prior to May 17, 2002 if applying for positions in the same class series."

*SUITABILITY  
DETERMINATION  
FORM*

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

*POLICE & COURT  
CLEARANCE  
REQUIREMENTS*

If you are selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

*NATURE OF WORK*

This is complex professional and supervisory work in preparing surveys for statistical analyses and conducting labor force surveys.

## RESEARCH AND STATISTICS ANALYST II

### ILLUSTRATIVE EXAMPLES OF WORK

Supervises and participates in conducting research projects, surveys and statistical analyses. Plans and defines the limits of studies and advises in the development of data-collection methods; confers with departmental officials to determine data needed for operating purposes; supervises the development of tabulation procedures, statistical treatment of data, and the preparation of reports for publications; reviews reports prepared by subordinates. Prepares extensive analyses of both statistical and non-mathematical data regarding the problems in the fields of employment and labor relations. Performs related duties as required.

### KNOWLEDGE, ABILITIES & SKILLS

Knowledge of the principles, techniques and procedures used in statistical research. Knowledge of the techniques of treatment of data involving simple correlation of methods, time series analyses, analyses of frequency series, sampling methods and compilation of index numbers. Ability to supervise the work of others. Ability to make decision in accordance with appropriate program guidelines. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare research and statistical reports.

### EXAMINATION REQUIREMENTS

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.0 percent on the basis of their training, education and experience in relation to the requirements of the position

### DOCUMENTATION REQUIREMENTS

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

### INTERVIEWING PROCEDURES

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

### DRUG SCREENING

Applicants selected for and offered employment with the government of Guam shall undergo and pass a mandatory drug test before being employed.

### WHERE TO APPLY

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### FOR MORE INFORMATION

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400.

  
For: **CECILIA G. MARTINEZ**, Manager  
Human Resources Division

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DEPARTMENT OF ADMINISTRATION  
HUMAN RESOURCES DIVISION  
GOVERNMENT OF GUAM

**JOB ANNOUNCEMENT  
OPEN COMPETITIVE EXAMINATION**

**TO ESTABLISH A LIST FOR THE POSITION OF  
REVENUE AGENT I**

(Position Code No. 2.420)

FELIX P. CAMACHO  
Governor of Guam

MICHAEL W. CRUZ, M.D.  
Lieutenant Governor

LOURDES M. PEREZ  
Director

JOSEPH C. MANIBUSAN  
Deputy Director

**ANNOUNCEMENT NO:**

**DOA28-10**

**APPLICATIONS WILL BE ACCEPTED  
FOR THE PERIOD**

**MARCH 29, 2010 - CONTINUOUS**

**PAY GRADE: OPEN: K-1 (10%); \$27,121.60 P/A - K-10(10%); \$40,682.40 P/A  
PROM: K-1(10%); \$27,121.60 P/A - K-20 (10%); \$57,387.00 P/A**

**WHO CAN APPLY**

Open to all government of Guam employees and the public.

**QUALIFICATION  
REQUIREMENTS**

Graduation from a recognized college or university with a Bachelor's degree in accounting, business administration or related field, including or supplemented by 18 semester hours in intermediate/advance level accounting subjects.

**NECESSARY  
SPECIAL  
QUALIFICATION**

Possession of a valid driver's license. (Must be verified at the time of submission of application or include a photocopy.)

**MINIMUM  
EDUCATIONAL  
REQUIREMENTS**

All new employees (meaning not a current government of Guam employee to include re-employment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the circular/list approved by the DOA Human Resources Manager (e.g. Solid Waste Technician). All government of Guam employees (classified and unclassified) who were employed prior to October 1, 2008, will not be required to possess or show proof of a high school diploma or equivalent as allowed by law in their current position and for other positions they are considered for within their class series (if any) that clearly do not require a high school diploma. However, once an employee who was exempted under this law ends their employment (e.g. by way of resignation or adverse action termination) and the former employee attempts to return to active service, the law will apply accordingly to those former employees and such applicants must now possess and show proof of a high school diploma or equivalent as required for most if not all government positions.

**SUITABILITY  
DETERMINATION  
FORM**

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

**POLICE & COURT  
CLEARANCE  
REQUIREMENTS**

If you are selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

**NATURE OF WORK**

This is entry professional tax auditing work. Employees in this class perform routine professional tax auditing duties in the office and field independently after initial training, and work under closer supervision on a variety of more complex developmental assignments.

**ILLUSTRATIVE  
EXAMPLES OF WORK**

Conducts office and field examinations of tax documents, accounting books and statements and legal records to determine tax liability. Conducts pre-audit analysis of simple income tax returns and documents and prepares audit work plan and schedule of questions that would be used as guidelines during examination. Reviews and verifies taxpayer's records and related documents consisting of

# REVENUE AGENT I

receipts, cancelled checks, bank statements, accounting ledgers, journals and financial statements, legal documents to insure that all taxable income is reported and that only allowable deductions are deducted in the return; determines adjustments and recomputes tax liability. Researches tax issues in Tax Service Manuals, Tax Regulations, Court Decisions and other guidelines. Discusses audit findings with taxpayer and/or his representative and attempts to secure agreement on any adjustments proposed, explaining the reasons and authority behind proposed adjustments. Advises taxpayer of appeal rights. Maintains records and prepares reports of case findings. Performs related duties as required.

## ***KNOWLEDGE, ABILITIES & SKILLS***

Knowledge of the principles and practices of accounting. Knowledge of common business practices and techniques. Ability to learn and apply tax auditing techniques and methods. Ability to learn, interpret and apply tax laws, regulations and other program guidelines. Ability to analyze tax returns and documents for irregularities and compliance with pertinent tax laws and regulations. Ability to make work decisions in accordance with program guidelines. Ability to maintain confidential information. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare audit reports. Skill in the safe operations of a motor vehicle.

## ***EXAMINATION REQUIREMENTS***

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.0 percent on the basis of their training, education and experience in relation to the requirements of the position.

## ***DOCUMENTATION REQUIREMENTS***

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

## ***INTERVIEWING PROCEDURES***

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

## ***DRUG SCREENING***


Applicants selected for and offered employment with the government of Guam shall undergo and pass a mandatory drug test before being employed.

## ***WHERE TO APPLY***

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building, Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

## ***FOR MORE INFORMATION***

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400. In addition job announcements and job application forms are accessible at Department of Administration's website at [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov). Also job applications can be download from [http://www.govguamdocs.com/doa/index\\_doa.htm](http://www.govguamdocs.com/doa/index_doa.htm).

For:   
CECILIA G. MARTINEZ, Manager  
Human Resources Division

**WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.**





FELIX P. CAMACHO  
Governor of Guam

MICHAEL W. CRUZ, M.D.  
Lieutenant Governor

LOURDES M. PEREZ  
Director

JOSEPH C. MANIBUSAN  
Deputy Director

DEPARTMENT OF ADMINISTRATION  
HUMAN RESOURCES DIVISION  
GOVERNMENT OF GUAM

JOB ANNOUNCEMENT  
OPEN COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION OF  
**SECURITY GUARD (ARMED)**

(Position Code No. 4.520)

ANNOUNCEMENT NO:

DOA40-08

APPLICATIONS WILL BE ACCEPTED  
FOR THE PERIOD

APRIL 25, 2008 - CONTINUOUS

PAY GRADE:

OPEN: F-1; \$17,635 P/A - F-10; \$26,453 P/A  
PROM: F-1; \$17,635 P/A - F-20; \$37,315 P/A

*WHO CAN APPLY*

Open to all government of Guam employees and the public.

*QUALIFICATION  
REQUIREMENTS*

One (1) year experience as a guard involving the protection of government property; or  
Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

*NECESSARY SPECIAL  
QUALIFICATIONS*

Possession of a valid driver's license is required. Possession of a valid firearms permit is required. **(Must be verified at the time of submission of application or include a photocopy)**

*SUITABILITY  
DETERMINATION  
FORM*

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

*POLICE & COURT  
CLEARANCE  
REQUIREMENTS*

If you are selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

*NATURE OF WORK*

This is routine security work in the enforcement of rules and regulations for the protection of government property.

*ILLUSTRATIVE  
EXAMPLES OF WORK*

Stands guard on a security post to enforce security rules and regulations; patrols grounds on foot or with vehicle checking buildings and premises to guard against fire, theft or vandals; enforces rules and regulations for the prevention and the protection against fire, theft, vandalism, disturbances, or other unusual circumstances; notifies proper authorities in the event of criminal or unusual activity. Prepares and maintains log books, records and files of work activities; submits incident reports during tour of duty as applicable. May direct traffic in a designated area during peak hours. May perform routine investigations. Performs related duties as required.

## SECURITY GUARD (ARMED)

### ***KNOWLEDGE, ABILITIES & SKILLS***

Ability to learn the agency's rules, procedures and regulations pertaining to the protection of government property. Ability to apply and enforce security rules and regulations with tact, firmness and impartiality. Ability to handle and maintain small arms weapon. Ability to think and act quickly and calmly in emergencies. Ability to work effectively with the public and employees. Ability to maintain records and prepare routine security reports. Skill in the safe operation of a motor vehicle may be required.

### ***EXAMINATION REQUIREMENTS***

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

### ***DOCUMENTATION REQUIREMENTS***

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

### ***INTERVIEWING PROCEDURES***

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

### ***DRUG SCREENING***

This is a Testing Designated Position (TDP), as identified in the Drug Free Workplace Program. An applicant tentatively selected for this position will be required to submit to urinalysis for illegal use of drugs prior to final selection. {Exception: If the position change is for thirty (30) days or less, or the applicant is classified employee not moving to a TDP or currently occupies a government of Guam Testing Designated Position (TDP), no applicant test is required.} The selection is contingent upon a negative drug test result and, thereafter, the selectee will be subject to drug testing on a random basis as the incumbent of a TDP. Further, all government employees may be subject to drug testing under certain circumstances such as reasonable suspicion and after an accident or an unsafe practice. All individuals will have an opportunity to submit medical documentation that may support the legitimate use of a specific drug to a Medical Review Officer. An applicant's test results will be provided to the selecting official and the Department of Administration, Human Resources Division, before a final selection is made. A verified positive drug test result of a current employee occupying a TDP will also be provided to the employing appointing authority. Situations in which applicant refused or ignored the requirement to take a pre-employment drug test without just cause are to be handled as disqualified.

### ***WHERE TO APPLY***

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building, Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

### ***FOR MORE INFORMATION***

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400. In addition job announcements and job application forms are accessible at Department of Administration's website at [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov). Also job applications can be download from [http://www.govguams.com/doa/index\\_doa.htm](http://www.govguams.com/doa/index_doa.htm).

  
For: **CECILIA G. MARTINEZ**, Manager  
Human Resources Division

**WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.**



DEPARTMENT OF ADMINISTRATION  
HUMAN RESOURCES DIVISION  
GOVERNMENT OF GUAM

JOB ANNOUNCEMENT  
OPEN COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION OF

**SOCIAL WORKER I (CLTA)**

(Competitive Limited Term Appointment)

Appointment will only last for the duration of the federal funds  
(Position Code No.3.073)

FELIX P. CAMACHO  
Governor of Guam

MICHAEL W. CRUZ, MD  
Lieutenant Governor

LOURDES M. PEREZ  
Director

JOSEPH C. MANIBUSAN  
Deputy Director

ANNOUNCEMENT NO:

DOA174-08

APPLICATIONS WILL BE ACCEPTED  
FOR THE PERIOD

DECEMBER 17, 2008 - CONTINUOUS

PAY GRADE:

OPEN: K-1; \$24,656 P/A - K-10; \$36,984 P/A  
PROM: K-1; \$24,656 P/A - K-20; \$52,170 P/A

*WHO CAN APPLY*

Open to all government of Guam employees and the public.

*QUALIFICATION  
REQUIREMENTS*

Graduation from a recognized college or university with a Bachelor's degree in social or behavioral sciences.

*NECESSARY SPECIAL  
QUALIFICATION*

Possession of a valid driver's license. (Must be verified at the time of submission of application or include a photocopy).

*MINIMUM  
EDUCATIONAL  
REQUIREMENTS*

"Pursuant to Public Law 27-61, all employment in the service of the government of Guam shall have, as a reasonable measure of job performance, the minimum requirement of a high school diploma or a successful completion of a General Educational Development ("GED") Test, or any equivalent of a general education high school program, or a successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field required for the job. This shall apply to individuals hired after May 17, 2002. This requirement does not apply to incumbent employees hired prior to May 17, 2002 if applying for positions in the same class series."

*SUITABILITY  
DETERMINATION  
FORM*

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

*POLICE & COURT  
CLEARANCE  
REQUIREMENTS*

If you are selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

*NATURE OF WORK*

This is routine professional social work involved in the application of social work principles in various social work settings. Employees in this class perform routine professional social work duties independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

# SOCIAL WORKER I

## **ILLUSTRATIVE EXAMPLES OF WORK**

Conducts initial interviews and assesses appropriateness of referral. Interviews clients and other appropriate persons to obtain information on social history. Conducts assessment and develops service plan for the client. Evaluates present situation of family, children, or adults and makes recommendations regarding alternative placement. Refers clients to appropriate resources for specialized services; prepares all forms necessary to achieve service plan. Prepares written summary, or essential reports regarding case progress and maintains records on case activities. Cooperates with other agencies in making services available to clients. Attends court hearings in the interest of clients, or as requested. Performs related duties.

## **KNOWLEDGE, ABILITIES & SKILLS**

Knowledge of individual and group behavior and effective ways of working with people. Knowledge of the problems of personal and social adjustment. Ability to learn and apply social casework principles and practices. Ability to develop social work skills. Ability to learn, interpret and apply laws, regulations, policies and procedures pertaining to social work program. Ability to interview and prepare plan for clients having physical, mental and social problems. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to prepare accurate case records and statistical reports. Skill in the safe operation of a motor vehicle.

## **EXAMINATION REQUIREMENTS**

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.0 percent on the basis of their training, education and experience in relation to the requirements of the position.

## **DOCUMENTATION REQUIREMENTS**

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

## **INTERVIEWING PROCEDURES**

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

## **DRUG SCREENING**

This is a Testing Designated Position (TDP), as identified in the Drug Free Workplace Program. An applicant tentatively selected for this position will be required to submit to urinalysis for illegal use of drugs prior to final selection. {Exception: If the position change is for thirty (30) days or less, or the applicant is classified employee not moving to a TDP or currently occupies a government of Guam Testing Designated Position (TDP), no applicant test is required.} The selection is contingent upon a negative drug test result and, thereafter, the selectee will be subject to drug testing on a random basis as the incumbent of a TDP. Further, all government employees may be subject to drug testing under certain circumstances such as reasonable suspicion and after an accident or an unsafe practice. All individuals will have an opportunity to submit medical documentation that may support the legitimate use of a specific drug to a Medical Review Officer. An applicant's test results will be provided to the selecting official and the Department of Administration, Human Resources Division, before a final selection is made. A verified positive drug test result of a current employee occupying a TDP will also be provided to the employing appointing authority. Situations in which applicant refused or ignored the requirement to take a pre-employment drug test without just cause are to be handled as disqualified.

## **WHERE TO APPLY**

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building, Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

## **FOR MORE INFORMATION**

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400.

For:   
CECILIA G. MARTINEZ, Manager  
Human Resources Division

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.**



FELIX P. CAMACHO  
Governor of Guam

KALEO S. MOYLAN  
Lieutenant Governor

LOURDES M. PEREZ  
Director

JOSEPH C. MANIBUSAN  
Deputy Director

DEPARTMENT OF ADMINISTRATION  
HUMAN RESOURCES DIVISION  
GOVERNMENT OF GUAM

JOB ANNOUNCEMENT  
OPEN COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION OF  
**SOCIAL WORKER II**  
(Position Code No.3.074)

ANNOUNCEMENT NO:

DOA 104-06

APPLICATIONS WILL BE ACCEPTED  
FOR THE PERIOD

FEBRUARY 09, 2006 - CONTINUOUS

PAY GRADE:

OPEN: L-1; \$26,520 P/A - L-10; \$39,780 P/A  
PROM: L-1; \$26,520 P/A - L-20; \$56,114 P/A

*WHO CAN APPLY*

Open to all government of Guam employees and the public.

*QUALIFICATION  
REQUIREMENTS*

One year of professional social work experience and graduation from a recognized college or university with a Bachelor's degree in social or behavioral science; or

Graduation from a recognized college or university with a Bachelor's degree in social work ; or

Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

*NECESSARY SPECIAL  
QUALIFICATION*

Possession of a valid driver's license. (Must be verified at the time of submission of application or include a photocopy).

*SUITABILITY  
DETERMINATION  
FORM*

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

*POLICE & COURT  
CLEARANCE  
REQUIREMENTS*

If you are selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test(see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

*NATURE OF WORK*

This is moderately complex professional social work involved in the application of social work principles and theory in the diagnosis and treatment of children and adults with social problems. Employees in this class perform moderately complex professional work independently on an ongoing basis and participate in the full range of complex professional duties under closer supervision.

*ILLUSTRATIVE  
EXAMPLES OF WORK*

Interviews clients and other appropriate persons to obtain information and makes preliminary assessment of cases in order to make proper referrals. Develops an assessment and service plan for the client; provides counseling to assist with adjustment problems; places children and adults in appropriate facilities; prepares all forms necessary to achieve service plan. Participates in the selection, summarization, and presentation of case data from a variety of sources for casework planning, supervisory conferences, and consultation. Participates in staff conferences with physicians, psychologists, and other professionals. Confers with public officials, agency representatives, and other professional persons regarding specific cases; interprets and provides public information regarding agency programs and activities. Prepares social studies, case histories, reports, and evaluations concerning information secured and services rendered. Maintains comprehensive case records and statistics; participates to a limited degree in the development and conduct of surveys and research studies; prepares other reports as required. Attends court hearings in the interest of clients, or as requested. Performs related duties as required.

## SOCIAL WORKER II

### **KNOWLEDGE, ABILITIES & SKILLS**

Knowledge of social casework principles and techniques. Ability to understand the dynamics of human behavior of individuals and groups. Ability to refer clients to appropriate agency resources. Ability to resolve problems of personal and social adjustments. Ability to interpret and apply rules, regulations, and procedures pertaining to social work programs. Ability to utilize relevant personality theory, casework method, supervision, and consultation in social work practices. Ability to exercise sound judgment in the solving of social work problems. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports. Skill in the safe operation of a motor vehicle.

### **EXAMINATION REQUIREMENTS**

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.0 percent on the basis of their training, education and experience in relation to the requirements of the position.

### **DOCUMENTATION REQUIREMENTS**

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

### **INTERVIEWING PROCEDURES**

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

### **DRUG SCREENING**

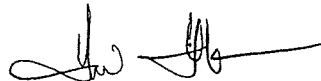
This is a Testing Designated Position (TDP), as identified in the Drug Free Workplace Program. An applicant tentatively selected for this position will be required to submit to urinalysis for illegal use of drugs prior to final selection. (Exception: If the position change is for thirty (30) days or less, or the applicant is classified employee not moving to a TDP or currently occupies a government of Guam Testing Designated Position (TDP), no applicant test is required.) The selection is contingent upon a negative drug test result and, thereafter, the selectee will be subject to drug testing on a random basis as the incumbent of a TDP. Further, all government employees may be subject to drug testing under certain circumstances such as reasonable suspicion and after an accident or an unsafe practice. All individuals will have an opportunity to submit medical documentation that may support the legitimate use of a specific drug to a Medical Review Officer. An applicant's test results will be provided to the selecting official and the Department of Administration, Human Resources Division, before a final selection is made. A verified positive drug test result of a current employee occupying a TDP will also be provided to the employing appointing authority. Situations in which applicant refused or ignored the requirement to take a pre-employment drug test without just cause are to be handled as disqualified.

### **WHERE TO APPLY**

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building, Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

### **FOR MORE INFORMATION**

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400.



For: **CECILIA G. MARTINEZ**, Manager  
Human Resources Division

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FELIX P. CAMACHO  
Governor of Guam

MICHAEL W. CRUZ  
M.D.  
Lieutenant Governor

LOURDES M. PEREZ  
Director

JOSEPH C. MANIBUSAN  
Deputy Director

DEPARTMENT OF ADMINISTRATION  
HUMAN RESOURCES DIVISION  
GOVERNMENT OF GUAM

JOB ANNOUNCEMENT  
OPEN COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION OF  
**SOCIAL WORKER II (CLTA)**  
(Competitive Limited Term Appointment)  
Appointment will only last for the duration of the federal funds  
(Position Code No.3.074)

ANNOUNCEMENT NO:

DOA18-09

APPLICATIONS WILL BE ACCEPTED  
FOR THE PERIOD

FEBRUARY 6, 2009 - CONTINUOUS

PAY GRADE:

OPEN: L-1; \$26,520 P/A - L-10; \$39,780 P/A  
PROM: L-1; \$26,520 P/A - L-20; \$56,114 P/A

**WHO CAN APPLY**

Only to all government of Guam employees and the public.

**QUALIFICATION  
REQUIREMENTS**

One year of professional social work experience and graduation from a recognized college or university with a Bachelor's degree in social or behavioral science; or

Graduation from a recognized college or university with a Bachelor's degree in social work ; or

Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

**NECESSARY SPECIAL  
QUALIFICATION**

Possession of a valid driver's license. (Must be verified at the time of submission of application or include a photocopy).

**MINIMUM  
EDUCATIONAL  
REQUIREMENTS**

"Pursuant to Public Law 27-61, all employment in the service of the government of Guam shall have, as a reasonable measure of job performance, the minimum requirement of a high school diploma or a successful completion of a General Educational Development ("GED") Test, or any equivalent of a general education high school program, or a successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field required for the job. This shall apply to individuals hired after May 17, 2002. This requirement does not apply to incumbent employees hired prior to May 17, 2002 if applying for positions in the same class series."

**SUITABILITY  
DETERMINATION  
FORM**

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

**POLICE & COURT  
CLEARANCE  
REQUIREMENTS**

If you are selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

**NATURE OF WORK**

This is moderately complex professional social work involved in the application of social work principles and theory in the diagnosis and treatment of children and adults with social problems. Employees in this class perform moderately complex professional work independently on an ongoing basis and participate in the full range of complex professional duties under closer supervision.

## SOCIAL WORKER II

### **ILLUSTRATIVE EXAMPLES OF WORK**

Interviews clients and other appropriate persons to obtain information and makes preliminary assessment of cases in order to make proper referrals. Develops an assessment and service plan for the client; provides counseling to assist with adjustment problems; places children and adults in appropriate facilities; prepares all forms necessary to achieve service plan. Participates in the selection, summarization, and presentation of case data from a variety of sources for casework planning, supervisory conferences, and consultation. Participates in staff conferences with physicians, psychologists, and other professionals. Confers with public officials, agency representatives, and other professional persons regarding specific cases; interprets and provides public information regarding agency programs and activities. Prepares social studies, case histories, reports, and evaluations concerning information secured and services rendered. Maintains comprehensive case records and statistics; participates to a limited degree in the development and conduct of surveys and research studies; prepares other reports as required. Attends court hearings in the interest of clients, or as requested. Performs related duties as required.

### **KNOWLEDGE, ABILITIES & SKILLS**

Knowledge of social casework principles and techniques. Ability to understand the dynamics of human behavior of individuals and groups. Ability to refer clients to appropriate agency resources. Ability to resolve problems of personal and social adjustments. Ability to interpret and apply rules, regulations, and procedures pertaining to social work programs. Ability to utilize relevant personality theory, casework method, supervision, and consultation in social work practices. Ability to exercise sound judgment in the solving of social work problems. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports. Skill in the safe operation of a motor vehicle.

### **EXAMINATION REQUIREMENTS**

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.0 percent on the basis of their training, education and experience in relation to the requirements of the position.

### **DOCUMENTATION REQUIREMENTS**

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

### **INTERVIEWING PROCEDURES**

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

### **DRUG SCREENING**

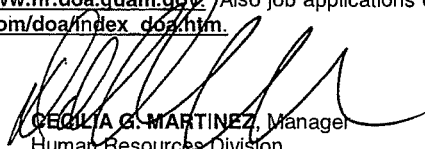
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### **WHERE TO APPLY**

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building, Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

### **FOR MORE INFORMATION**

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For:   
CECILIA G. MARTINEZ, Manager  
Human Resources Division

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DEPARTMENT OF ADMINISTRATION  
HUMAN RESOURCES DIVISION  
GOVERNMENT OF GUAM

JOB ANNOUNCEMENT  
OPEN COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION OF

**SOCIAL WORKER III (CLTA)**  
(Competitive Limited Term Appointment)

Appointment pursuant to P.L. 28-187 will only last for the duration of the federal and/or local funds  
Lead Wrap - Project Karinu  
(Position Code No. 3.075)

FELIX P. CAMACHO  
Governor of Guam

MICHAEL W. CRUZ,  
M.D.  
Lieutenant Governor

LOURDES M. PEREZ  
Director

JOSEPH C. MANIBUSAN  
Deputy Director

ANNOUNCEMENT NO:

DOA08-10

APPLICATIONS WILL BE ACCEPTED  
FOR THE PERIOD

JANUARY 19, 2010 - CONTINUOUS

PAY GRADE:

OPEN: M-1; \$28,678 P/A - M-10; \$43,018P/A  
PROM: M-1; \$28,678 P/A - M-20; \$60,681 P/A

**WHO CAN APPLY**

Open to all government of Guam employees and the public.

**QUALIFICATION  
REQUIREMENTS**

Three years of professional social work experience and graduation from a recognized college or university with a Bachelor's degree in social or behavioral sciences; or

Two years of professional social work experience and graduation from a recognized college or university with a Bachelor's degree in social work; or

One year of professional social work experience and graduation from a recognized college or university with a Master's degree in social work; or

Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities, and skills.

**NECESSARY  
SPECIAL  
QUALIFICATION**

Possession of a valid driver's license. (Must be verified at the time of application submission, or include a photocopy).

**MINIMUM  
EDUCATIONAL  
REQUIREMENTS**

All new employees (meaning not a current government of Guam employee to include re-employment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the circular/list approved by the DOA Human Resources Manager (e.g. Solid Waste Technician). All government of Guam employees (classified and unclassified) who were employed prior to October 1, 2008, will not be required to possess or show proof of a high school diploma or equivalent as allowed by law in their current position and for other positions they are considered for within their class series (if any) that clearly do not require a high school diploma. However, once an employee who was exempted under this law ends their employment (e.g. by way of resignation or adverse action termination) and the former employee attempts to return to active service, the law will apply accordingly to those former employees and such applicants must now possess and show proof of a high school diploma or equivalent as required for most if not all government positions.

**SUITABILITY  
DETERMINATION  
FORM**

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

**POLICE & COURT  
CLEARANCE  
REQUIREMENTS**

If you are selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

**NATURE OF WORK**

This is complex professional social casework involving casework, diagnosis, and intensive treatment of clients and conducting life study consultations with agencies and institutions. Employees in this class perform the full range of complex professional social work duties, including independent work in specialized areas of the profession. Employees often serve as team or group leaders over less experienced professional staff.

# SOCIAL WORKER III (CLTA)

## ILLUSTRATIVE EXAMPLES OF WORK

Provides casework supervision to subordinate social workers on cases that are complex in nature and cases requiring further services or information; provides subordinate social workers with guidance relative to program policies and procedures; monitors social worker's daily performance; reviews social worker's daily, weekly, and quarterly reports. Assists in the planning and coordination of program activities. Assists in planning, scheduling, and conducting case conferences with other disciplines for treatment planning and evaluation of patients. Determines medical social services eligibility on new admissions; determines parents share in the purchase of medical services and corrective appliances. Interviews clients to assess client's social situation; identifies psycho-social problems that would interfere with treatment plan; provides supportive counseling to clients and families; assists them in understanding client's physical and/or mental disability; encourages and motivates patient and family to actively participate and cooperate in treatment plan. Conducts home visits for follow-ups or home assessment to ensure client's treatment plan will be successful. Coordinates with other agencies and organizations in the provision of services for clients or family. Attends court hearings in the interest of clients, or as requested. Submits weekly, quarterly and other required reports. Performs related duties as required.

## KNOWLEDGE, ABILITIES & SKILLS

Knowledge of social casework theories, principles and practices. Ability to understand the dynamics of individual and group behavior. Ability to apply and interpret rules and regulations, and procedures pertaining to social work. Ability to develop and implement individual treatment plans with flexibility and independence. Ability to utilize relevant personality theory, casework method; and consultation in social work practice. Ability to interpret programs to other staff, disciplines, and community agencies. Ability to analyze information and to make work decisions based on this information. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports. Skill in the safe operation of a motor vehicle.

## EXAMINATION REQUIREMENTS

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

## DOCUMENTATION REQUIREMENTS

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

## INTERVIEWING PROCEDURES

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

## DRUG SCREENING


This is a Testing Designated Position (TDP), as identified in the Drug Free Workplace Program. An applicant tentatively selected for this position will be required to submit to urinalysis for illegal use of drugs prior to final selection. (Exception: If the position change is for thirty (30) days or less, or the applicant is classified employee not moving to a TDP or currently occupies a government of Guam Testing Designated Position (TDP), no applicant test is required.) The selection is contingent upon a negative drug test result and, thereafter, the selectee will be subject to drug testing on a random basis as the incumbent of a TDP. Further, all government employees may be subject to drug testing under certain circumstances such as reasonable suspicion and after an accident or an unsafe practice. All individuals will have an opportunity to submit medical documentation that may support the legitimate use of a specific drug to a Medical Review Officer. An applicant's test results will be provided to the selecting official and the Department of Administration, Human Resources Division, before a final selection is made. A verified positive drug test result of a current employee occupying a TDP will also be provided to the employing appointing authority. Situations in which applicant refused or ignored the requirement to take a pre-employment drug test without just cause are to be handled as disqualified.

## WHERE TO APPLY

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building, Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.

## FOR MORE INFORMATION

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400. In addition job announcements and job application forms are accessible at Department of Administration's website at [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov). Also job applications can be download from [http://www.govquamdcs.com/doa/index\\_doa.htm](http://www.govquamdcs.com/doa/index_doa.htm).

For:   
CECILIA G. MARTINEZ, Manager  
Human Resources Division

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.**



DEPARTMENT OF ADMINISTRATION  
HUMAN RESOURCES DIVISION  
GOVERNMENT OF GUAM

**JOB ANNOUNCEMENT  
OPEN COMPETITIVE EXAMINATION**

**TO ESTABLISH A LIST FOR THE POSITION OF  
SPEECH/LANGUAGE CLINICIAN**

Position Code No. 08.335

FELIX P. CAMACHO  
Governor of Guam

MICHAEL W. CRUZ, M.D.  
Lieutenant Governor

LOURDES M. PEREZ  
Director

JOSEPH C. MANIBUSAN  
Deputy Director

ANNOUNCEMENT NO:

DOA138-08

APPLICATIONS WILL BE ACCEPTED  
FOR THE PERIOD

OCTOBER 3, 2008 - CONTINUOUS

PAY GRADE:

OPEN: K-1; \$24,656 P/A - K-10; \$36,984 P/A  
PROM: K-1; \$24,656 P/A - K-20; \$52,170 P/A

**WHO CAN APPLY**

Open to government of Guam employees and the public

**QUALIFICATION  
REQUIREMENTS**

Graduation from a recognized college or university with a Bachelor's degree in speech-language pathology or closely related field..

**NATURE OF WORK**

This is professional speech and language therapy work. Employees in this class perform routine professional screening and rehabilitative speech and language therapy duties independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

**MINIMUM  
EDUCATIONAL  
REQUIREMENTS**

"Pursuant to Public Law 27-61, all employment in the service of the government of Guam shall have, as a reasonable measure of job performance, the minimum requirement of a high school diploma or a successful completion of a General Educational Development ("GED") Test, or any equivalent of a general education high school program, or a successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field required for the job. This shall apply to individuals hired after May 17, 2002. This requirement does not apply to incumbent employees hired prior to May 17, 2002 if applying for positions in the same class series."

**SUITABILITY  
DETERMINATION  
FORM**

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**POLICE & COURT  
CLEARANCE  
REQUIREMENTS**

If you are selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

**ILLUSTRATIVE  
EXAMPLES OF WORK**

Plans and conducts screening programs to identify speech and language disorders. Conducts therapy for communication handicapped individuals on referred cases; develops therapy material for special needs of individual cases. Keeps adequate therapy and anecdotal records; writes periodic with each case. Maintains liaison with other professionals and others concerned with each case. Refers therapy cases for needed diagnostic evaluations. Performs related duties as required.

# SPEECH/LANGUAGE CLINICIAN

**KNOWLEDGE,  
ABILITIES & SKILLS**

Knowledge of the principles and practices of speech-language pathology and of related anatomy and physiology. Ability to apply the principles of speech-language therapy and pathology to work situations. Ability to apply special techniques and methods in screening for speech and language disorders. Ability to utilize sound recorders, audiometers and other specialized equipment used in speech-language therapy. Ability to identify concomitant problems which should be referred for further evaluation. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

**EXAMINATION  
REQUIREMENTS**

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

**DOCUMENTATION  
REQUIREMENTS**

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

**INTERVIEWING  
PROCEDURES**

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

**DRUG SCREENING**

Applicants selected for and offered employment with the government of Guam shall undergo and pass a mandatory drug test before being employed.

**WHERE TO APPLY**

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building, Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

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